



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

M. J. "MIKE" FOSTER, JR.
GOVERNOR

November 29, 2000

MARK C. DRENNEN
COMMISSIONER OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2001-25

TO: All UPS Agencies

FROM: Ronald S. Mitchell
Director

SUBJECT: December Processing **UPDATE TO OSUP MEMORANDUM #2001-21**

In view of Tuesday, December 26, 2000, being declared an additional state holiday, the following changes have been made to the Supplemental and Agency Requested Payables processing:

1. Routine supplemental requests received **after** 12:00 noon, Thursday, December 21, 2000, will generate checks **no earlier** than **Wednesday, December 27, 2000**. Routine supplemental requests received **after** 12:00 noon, Thursday, December 28, 2000, will generate checks **no earlier** than **Tuesday, January 2, 2001**. This is in accordance with the OSUP processing schedule in the Standard Accounting Procedures Manual.
2. Payable requests received after 8:30 a.m. Monday, December 18, 2000, and no later than **12:00 noon Thursday, December 21, 2000**, will generate checks for Wednesday, December 27, 2000. Checks will be distributed **by 12:00 noon, Thursday, December 28, 2000**. Payable requests received after **12:00 noon, Thursday, December 21, 2000** and no later than 8:30 a.m. **Tuesday, January 2, 2001**, will generate checks for Wednesday, January 3, 2001, and will be distributed as usual.

Please take the necessary steps to ensure that as many requests as possible are received prior to the deadline of **12:00 noon, Thursday, December 21, 2000**. Remember that all agencies are permitted to fax in their own payable requests (except a batch which includes a Void Check request) to (225) 219-4432.

All other information and processing schedules provided in OSUP Memorandum #2001-21 remain the same. A revised Dec/Jan Processing Calendar is attached.

If there are any questions regarding these changes, please contact Angel Vernon at (225) 342-0717 or Laura Odom at (225) 342-5332.

RSM:LAO:kmb

Attachment: Revised Dec/Jan Processing Calendar

Dec & Jan

ATTACHMENT TO OSUP MEMORANDUM #2001-25 Revised Dec/Jan Processing Calendar

| <i>Sun</i> | <i>Mon</i> | <i>Tue</i> | <i>Wed</i> | <i>Thu</i> | <i>Fri</i> | <i>Sat</i> |
|------------|--|---|--|--|---|------------|
| | | | | | 1 PAYDAY Pay Checks to be mailed | 2 |
| 3 | 4 8:30 Payable Request deadline for checks to be issued this week | 5 Transmit State Tax payment for 12/01 payday | 6 12:00 V/S Deadline for 12/15 Payday | 7 4:30 V/S Calc for 12/15 Payday (UPS unavailable 4:30-5:00) Payables Checks distributed as usual | 8 | 9 |
| 10 | 11 3:00 Calc for 12/15 Payday 8:30 Payable Request deadline for checks to be issued this week | 12 Transmit DD for 12/15 Payday Payroll Reports to be distributed | 13 Earning Statements to be mailed | 14 Transmit tax pmt for 12/15 payday Payables Checks distributed as usual | 15 PAYDAY Pay Checks to be mailed | 16 |
| 17 | 18 8:30 Payable Request deadline for checks to be issued this week | 19 | 20 12:00 V/S Deadline for 12/29 Payday | 21 4:30 V/S Calc for 12/29 Payday (UPS unavailable 4:30 – 5:00) V/S requests after 12:00 will not produce checks earlier than 12/27 Payables Checks distributed as usual 12:00 noon Payable Request Deadline for checks to be issued 12/27 | 22 | 23 |
| 24 | 25 HOLIDAY | 26 HOLIDAY 11:30 Calc for 12/29 Payday Deadlines: Timekeepers – 9:00 Interface – 10:30 Headquarters – 11:30 | 27 Transmit DD for 12/29 Payday Term/Client checks to be distributed by 12:00 Payroll Reports to be distributed | 28 V/S requests after 12:00 will not produce checks earlier than 01/02 Transmit tax payment for 12/29 payday Payables Checks distributed by 12:00 noon Earning Statements to be mailed | 29 PAYDAY Pay Checks to be mailed | 30 |
| 31 | 1 HOLIDAY | 2 8:30 Payable Request deadline for checks to be issued 01/03 | 3 12:00 V/S Deadline for 01/12 Payday | 4 4:30 V/S Calc for 01/12 Payday (UPS unavailable 4:30-5:00) Payables Checks distributed as usual | 5 | 6 |

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